

To: Carlin, Jayne[Carlin.Jayne@epa.gov]
From: Croxton, Dave
Sent: Fri 9/23/2016 6:35:45 PM
Subject: RE: final cover letter and final Checklist

Okay, thanks. I sent letter and checklist to Bella and coordinated with Dan on signature.

From: Carlin, Jayne
Sent: Friday, September 23, 2016 9:23 AM
To: Croxton, Dave <Croxton.David@epa.gov>; Henning, Alan <Henning.Alan@epa.gov>
Cc: Chan-Chau, Nora <Chan-Chau.Nora@epa.gov>; Patheal-Centenera, Bella <Patheal-Centenera.Bella@epa.gov>
Subject: Re: final cover letter and final Checklist

I would go ahead and make the changes. Alan told me that Nora needs the letter with checklist today. It needs to be added to the FR so the grant can go out by Sept 30.

Is Bella in today? If so, can you forward to Bella to format the cover letter and then give the cover letter and checklist to Dan or whoever is acting for him to sign. Bella or Janice would need to date, make a pdf and email to Nora, me & Alan today. Either Nora or Alan can add the pdf to the FR and forward to Dan or whoever is acting to move forward to grants.

Jayne

From: Croxton, Dave
Sent: Friday, September 23, 2016 9:03:56 AM
To: Carlin, Jayne; Henning, Alan
Subject: RE: final cover letter and final Checklist

Thanks for the tight turn-around work. Some edits to letter from me in attached. I'm looking at checklist next. thanks

From: Carlin, Jayne
Sent: Thursday, September 22, 2016 4:49 PM
To: Croxton, Dave <Croxton.David@epa.gov>
Subject: FW: final cover letter and final Checklist

Printing you copies to review.

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From: Henning, Alan
Sent: Thursday, September 22, 2016 4:46 PM
To: Carlin, Jayne <Carlin.Jayne@epa.gov>
Subject: final cover letter and final Checklist

Jayne,

Attached is the final cover letter and final checklist. I would appreciate one last look before it gets circulated if you have a chance. I think it is good to go.

Thanks so much for helping me on this. I hope next year's review will be easier.

Alan

Alan Henning, Environmental Scientist

Watersheds Unit, Office of Water and Watersheds

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